

Step-by-Step Creating Tables With AppleWorks 6

AppleWorks 6 lets you easily create tables in word-processing documents. Similar to spreadsheets, you can use tables in word-processing documents to organize information. This Step-by-Step Card introduces you to the way you add tables to your documents with AppleWorks 6.

- 1 Open the AppleWorks 6 application.
- 2 Select Word Processing in the Starting Points window.
- 3 Choose Insert Table from the Table menu.
- 4 Enter the number of rows and columns that you want in your table, then click OK.
- 5 To enter data in your table, put the insertion point in each cell and type. You can use styles such as Bold and Italic in your tables just as you can in the rest of your word-processing documents.
- 6 To add a row of cells, click in the table, then select the row that will be beneath the new row. You select a row by dragging through all the cells in that row. Choose Insert Cells from the Table menu.

Cats	Dogs	Elephants	Birds
3	4	1	2
5	1	4	2

- 7 To add a column, first resize the table so you will have enough room. To do so, click the bottom-right corner of the table, then drag the black square that appears toward the center of the table to make room for a new column. Select the column that will be to the right of the new one, then choose Insert Cells from the Table menu.

Cats	Dogs	Elephants		Birds
3	4	1		2
5	1	4		2

- 8 Resize individual columns or rows by dragging the border that surrounds them. For example, to shrink the width of one individual column, click one of its borders, then drag that border. Let go of the mouse button when you are satisfied with the new size.

Tip: You can resize an individual cell by first double-clicking any cell to enter the table. Hold down the Option key and click to select a border of the cell you want to resize, then drag the line to resize the cell.

- 9** Explore other features in the Table menu to delete cells, merge cells, and change the styles of lines surrounding cells.
- 10** Save your document if you want to when you're done.
- 11** Quit the AppleWorks application.